

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Procurement Administrator**

### **Corporate Services - Administrative Level 5**

Reporting to the Procurement Manager, this position is responsible for providing value-added, cost effective and innovative corporate focused supply chain management support to internal and external participants of the procurement process. The Procurement Administrator will be responsible for ensuring compliance with the City of Brandon Tendering & Procurement Policies and Federal & Provincial Legislation with respect to procurement tasks and functions, such as preparing, reviewing & distributing bid opportunities, purchase orders and correspondence as required and when providing advice and guidance to departments. The Procurement Administrator is a first point of contact for Procurement Services and builds effective relationships with internal and external participants of the procurement process. This position is part of a team and is responsible for performing other clerical functions within the department when required.

#### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., or Mature High School Diploma.
- Graduate of a recognized post-secondary institution in Business or relevant field.
- Keyboarding speed of 40 w.p.m.
- Supply Management Diploma is mandatory or must be achieved within two (2) years of appointment. Required for Level 5 compensation.
- Minimum of three (3) years' experience in a business office environment.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Experience using public relations skills.
- Experience in procurement.
- Experience in municipal procurement.
- Experience in a centralized procurement environment is an asset.

**PLEASE NOTE: Successful Applicant must pass a Police Criminal Record Check**

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#### **Competition # 200046**

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

Applications will be accepted until **11:59 p.m. on September 25, 2020.**

**Rate of Pay:** \$24.26 - \$25.04 – 2018 Rates

**Posting Date:** September 11, 2020

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

**Position Conditions:** This full-time, permanent position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

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*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*

*If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!*

***Serving and building Community!***